

ESSENTIAL FUNCTIONS JOB ANALYSIS

Agency: _____

Class title: _____

Position Control Number: _____

FUNCTIONS	FACTORS						CONCLUSION
	Did previous employees perform? YES / NO	Would removing fundamentally alter this position? YES / NO	Does this position exist to perform this function? YES / NO	How many other employees are available to perform? NUMBER	Is this function so specialized that it requires a high degree of expertise or skill? YES / NO	% of time spent performing? % TIME	Essential or marginal function? ESSENTIAL / MARGINAL
Function ____							
Function ____							
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Function ____							

The purpose of this work sheet is to help you conduct an informal job analysis. This process should be completed for each position and reviewed when duties change. Your analysis will include six factors required by NAC 284.440.

NAC 284.441 requires a hiring authority to provide candidates with a description of the essential functions. In addition, it states that an appointing authority shall consider the essential functions of the position when determining which candidate will be offered employment. Identification of essential functions is necessary when determining which duties must be accommodated due to a request for accommodation under the Americans with Disabilities Act, see the ADA Guide (<http://dop.nv.gov/adamanual.pdf>). Additionally, the essential functions of an employee's position should be attached to a request for Family and Medical Leave Act (FMLA) medical certification for an employee's own serious health condition and a FMLA return to work release, see the FMLA Overview (<http://dop.nv.gov/FMLAOverview.pdf>).

Functions are the tasks, duties and responsibilities of the position. Up to date Work Performance Standards (NPD-14), Position Questionnaire (NPD-19), Class Specification and information gained from the current (or previous) incumbent and the position's supervisor are resources in determining the functions of the position.

PROCESS:

1. List and number all functions assigned to the position.
2. In the first column of the form, write the number of the function next to the word "Function____". There should be one row for each function.
3. Evaluate the first function in each of the six factor areas on the form.
4. Once you have completed the evaluation for each factor, analyze the responses cumulatively and determine if the function is essential.
5. Repeat steps 3 and 4 for each function.

Once you have evaluated all of the functions assigned to the position, you will be able to determine which functions are *essential* and which are considered *marginal*. An essential function is so necessary to the position that an employee cannot do the job without being able to perform it. A marginal function can be reassigned to another employee without compromising the core of the position's purpose.

EXPLANATION OF FACTORS:

- **Did previous employees perform?** This may be a new function not previously assigned, or a function that has always been assigned to this position. The first consideration is whether an employee in the position actually must perform the function.
For example: A job announcement or job description for a staff support position may state that the position requires moving boxes of copy paper. If, in fact, the employer has never or seldom required previous employees in that position to move boxes of copy paper, this may not be considered an essential function, unless the position has been re-structured.
- **Would removing fundamentally alter this position?** Once it has been determined that a person holding this position does perform the function, evaluate the effect of removing the function from the position.
For example: The ability to drive is an essential function for a snow plow driver's position. Removing driving as a function would fundamentally alter the position.
- **Does this position exist to perform this function?** What is the overall purpose of this position, and is this function an integral part of accomplishing this purpose?
For example: A person is hired as a "floating" supervisor to substitute when regular supervisors on day, night, and graveyard shifts are absent. The only reason this position exists is to have someone who can work on any of the three shifts in place of an absent supervisor. Therefore, the ability to work at any time of day is an essential function of the position.
- **How many other employees are available to perform?** A function may be considered essential based on the number of other employees available to perform that task or among whom the responsibility for the task can be distributed. With a small work force, the need to perform several tasks is more critical than with a larger staff, where work can usually be redistributed with less impact.
For example: It may be an essential function for a file clerk to answer the telephone if there are only two employees in a very busy office and each employee has to perform many different tasks.
- **Is this function so specialized that it requires a high degree of expertise or skill?** This question addresses the level of expertise required to perform the function. Some duties may require a particular licensure or registration. Others may require a number of years of experience in a specialized field in order to attain the necessary level of proficiency. The level of expertise required can be a determining factor when identifying essential functions.
For example: A person is hired to be an Accountant and is required to be licensed as a Certified Public Accountant (CPA). A function which requires licensure as a CPA is an essential function of the job.
- **Percentage of time spent performing?** Typically those duties that comprise a substantial percentage of time are considered essential to the position. However, a function that is performed infrequently may be essential because serious consequences would occur if it were not performed.
For example: A firefighter may only occasionally have to carry a person from a burning building, but being able to perform this function would be essential to the firefighter's position.